

Scholar Academy
Policy: Building Use Policy
Approved: June 9, 2014

PURPOSE

To provide guidelines on appropriate use of the school building for school purposes and appropriate fees for groups interested in utilizing the building during available hours.

POLICY

The school building is owned by a private entity and leased to the school for a defined period of time. The Board of Directors (the "Board") may, but is not required to, permit use of the building by entities who wish to use the facilities during hours the school is not being utilized for educational purposes, provided such use does not go violate any agreement, law or regulation by which the school is bound.

Use of school facilities by other entities or individuals must not interfere with any school function or purpose.

In addition, the school's principal (the "Principal") or Board may, in their sole discretion, for any reason or no reason, deny use of the School Facilities. As such, this policy is not legally binding on the school to any extent.

TYPE OF USE

School-Sponsored Programs and Parent Organization Activities

The school's Parent Organization and professional staff shall be granted free use of facilities for qualifying school-related activities so long as the activity does not disrupt the functions of the school. Such use shall be considered a permitted use of the school's facilities.

The Parent organization will cover the cost for a building supervisor. When the Principal or another staff member is involved in the activity, this cost may be waived. The staff member assumes the responsibility for the activity and for securing the building at the conclusion of the activity. Qualifying activities may include: activities related to the educational curriculum, class performances, or school-wide fund raisers. These activities shall be approved by the Principal prior to notice of the event going out.

Non-Commercial Use

Non-commercial rates set forth in the fee schedule set forth below apply to all use that is not intended to generate a profit for the individual or organization, such as community organizations, service clubs, Boy Scouts, Girl Scouts, United Way, other non-profit organizations, cities and counties.

Generally a nonprofit organization will have a tax exempt IRS number.

The Principal may grant limited free use to public service organizations who perform strictly public services, such as civic groups, Boy Scouts and Girl Scouts, when custodial and other services are not required beyond the regularly scheduled duty and when:

- a. No additional school funds are used to subsidize these meetings, and
- b. Requests are for occasional use only

The noncommercial use of the school's facilities is granted pursuant to the Utah Civic Center statutes at Utah Code § 53A-3-413, -414. Approval under this policy is a Permit under the Civic Center statutes and grants the school full legal immunity under the Governmental Immunity Act of Utah pursuant to § 63G-7-301.

PROCEDURES

As applicable, the Principal shall charge for the use of facilities as outlined in the Fee Schedules set forth below.

Principal or designee shall complete a copy of the Building Use Agreement and obtain the signature of the user prior to the date of the use.

Principal or designee, in consultation with persons requesting the use, will determine personnel required for each use. In case of a dispute, appeals may be made to the Board.

Collection of fees is the responsibility of the Principal or designee and shall be made in advance.

All use time shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the user, and closing time shall be the time when all persons associated with the use have left the building. The fee will be adjusted for additional time.

Equipment, keys, and property shall not be loaned or removed from the building without written permission of the Principal or Board president.

Facilities such as computer lab, media center, or kitchen (unless approved by the Board president or Principal and school personnel are present during the entire time of the function) shall not be used.

The assigned supervisor is responsible for oversight of the building and facilities during the use period. Buildings may not be left without such supervision while occupied.

In addition to the building supervision provided by the school, all users must provide supervision to maintain order and prevent damage or loss of school property.

Principal or designee shall require any individual or entity using the facility for commercial purposes to:

- Provide a Certificate of Insurance for liability and property damage before the event in the amount of at least one million dollars (\$1,000,000) per occurrence with and the school named as an additional insured
- Agree to indemnify and hold the school harmless for any damages or costs incurred in connection with their use of the facilities.

The user is subject to adherence to the standards of behavior of the school and Utah State Law.

Violation of any of these standards is grounds for termination of the use agreement and future use agreements and the immediate removal of those individuals associated with the use. Violation may result in the forfeiting of all deposits, and additional charges may be assessed.

The Principal or designee shall establish additional charges for school equipment (spot lights, VCR/DVD and televisions, microphones, etc.) and supplies used by the user.

Gymnasiums shall be used only where adequate protection of the gym floor and participants is assured by the user.

Users shall pay for any damage caused to the building or to any school equipment.

FEE SCHEDULE

The Fee Schedules shall be established by the Board and are subject to periodic review.

Security Deposit

At the discretion of the Principal or designee, the user may be charged a refundable security deposit of up to \$500. The Principal or building supervisor shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved. Security deposits shall be paid by the user in a separate check and deposited by the Principal or designee.

Following the use, the Principal or designee shall inspect the facility for damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit and the remaining security deposit shall be refunded to the user in the form of a check to the user. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded to the user in the form of a check.

Facilities

Users will be charged according to the Fee Schedules applicable to the user's status as commercial or non-commercial.

Personnel

The Principal or designee is responsible for determining the number and type of personnel required for a particular activity in compliance with this policy. A user who does not agree with this determination may appeal to the Board.

At least one custodian or school employee is required to be present during any use of the building. Custodial services required for usage cannot require the on duty custodian to be removed from regularly assigned responsibilities. If custodial services are required beyond those scheduled to be performed by the custodial staff at the facility, costs must be charged to the user.

General supervision/security, beyond the custodian on duty, is required if the Principal or designee determines the activity requires such. General supervision of the facility may be assigned to a custodian, teacher, administrator or other qualified staff member.

At least one member of the school food service staff is required for use of the kitchen.

Payment of wages for personnel providing supervision or other services in support of building use shall be paid in compliance with the applicable negotiated agreement.

BUILDING USAGE FEE SCHEDULES

The Fee Schedule is established by the Board and is subject to periodic review.

Commercial and Charitable Nonprofit Building Usage Fee Schedule		
FACILITY	Commercial	Non-Commercial
Parking lot	\$ 40/day	\$ 10/day
Cafeteria	\$125/hr	\$ 50/hr
Multipurpose room	\$125/hr	\$ 50/hr
Kitchen (When using the kitchen facility, it is mandatory to have at least one kitchen staff member present for which there is an additional personnel charge.)	\$125/hr	\$50/hr
Classroom (each)	\$ 40/hr	\$ 20/hr
PERSONNEL	Commercial	Non-Commercial
Building Supervisor	\$ 35/hr	\$ 35/hr
Additional Staff	\$ 20/hr	\$ 20/hr
Kitchen Staff	\$ 20/hr	\$ 20/hr
EQUIPMENT	Commercial	Non-Commercial
This fee is done on a case by case basis. Fees are set by Principal or designee. Fee shall be documented in Building Use Agreement	TBD	TBD


Tye Hoffmann
Board President


Date